

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
RECOVERY ACT PROGRAM: VERTICAL PROSECUTION VP09
PERFORMANCE ASSESSMENT / SITE VISIT REPORT

1. **GRANT AWARD NUMBER:** VP09010040 **DATE OF SITE VIST:** 09/08/2010
2. **GRANT PERIOD:** 07/01/2009 – 09/30/2010
3. **RECIPIENT/IMPLEMENTING AGENCY:** Butte County District Attorney
4. **PROJECT DIRECTOR:** Michael L. Ramsey

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
Rick West	Project Director	Butte County D.A.
Ross Pack	D.A. Investigator	Butte County D.A.
Lynda Hunt	Deputy D.A.	Butte County D.A.
Pam Chambers	Victim/Witness Advocate	Butte County D.A.
Deborah Cooley	Sr. Administrative Analyst	Butte County D.A.

Signature of Program Specialist

Date

Signature of Section Chief

Date

Signature of Project Representative

Date

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A. ADMINISTRATIVE REVIEW

YES NO N/A

1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- The Cal EMA Recipient Handbook (R.H.)
- The Approved Grant Award Agreement
- Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- Does the project have their CEQA documentation on file?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

3. PROOF OF AUTHORITY (R.H. Section 1350)

- Does the project have a written authorization/resolution on file as required by the Grant Award Agreement?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

4. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions included on the Organizational Chart?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

5. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500] (*Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.*)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments:

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6. PERSONNEL POLICIES

YES NO N/A

- Are written personnel policies available to staff as required? [R. H. Section 2130] ☒ ☐ ☐
- Do policies include:
 - Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions
 - A current Drug Free Workplace policy statement on file signed by the employee? [R. H. Section 2152]
 - Work hours
 - Compensation rates
 - Overtime
 - Leave Allowances

Comments:

7. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] ☒ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (*Review timesheets to ensure they are signed by the staff and supervisor*) ☒ ☐ ☐

Comments: Functional Time Sheets are created and approved electronically.

8. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☒ ☐ ☐
 - Name and title of the person who approves purchases. Rick West
 - Name and title of the person who writes checks. County Auditor David Howser
 - Name and title of the person(s) who signs check County Auditor David Howser

Comments:

9. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

YES NO N/A

- Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? (explain how it works) ☒ ☐ ☐

Comments: Butte County Utilizes the Pentimation Program

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10. PROJECT EXPENDITURES

- Is the project's expenditure rate commensurate with the elapsed period of the grant? ☒ ☐ ☐
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? ☒ ☐ ☐
- Is the project current with the submission of Cal EMA Form 2-201? ☒ ☐ ☐

Comments:

B. PROGRAMMATIC REVIEW

GENERAL

YES NO N/A

1. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? ☒ ☐ ☐
- Review the project's file system and data collection process.

Comments:

2. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement? (Page 7 RFP) ☒ ☐ ☐

Comments:

3. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? ☒ ☐ ☐

Comments:

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C. SUPPLEMENTAL PROGRAMMATIC REVIEW

1. PROJECT OBJECTIVES

A. Review the project's progress in accomplishing its objectives.

B. Is the unit concentrating prosecution efforts and resources on individuals that are accused of serious crimes against women?

Yes ☒ No ☐

If no, explain

C. Is the prosecutor or prosecution unit making the initial filing or appearance in a case, and performing all subsequent court appearances on a particular case through to its conclusion including the sentencing phase?

Yes ☒ No ☐

If no, explain

D. Did the unit maintain a reduction of caseloads for its prosecutors and investigators?

Yes ☒ No ☐

If no, explain

E. Were prosecutors and investigators exclusively assigned to prosecute violations of violent crimes against women?

Yes ☒ No ☐

If no, explain

F. Is the principal prosecutor who filed charges assisted by no more than one other unit attorney?

Yes ☒ No ☐

2. REQUIRED POLICIES

A. Are all reasonable prosecutorial efforts will be made to resist pre-trial release of a charged defendant who meets program priority selection criteria?

Yes ☒ No ☐

If no, explain

B. Are all funded prosecutors and investigators maintaining a reduced caseload?

Yes ☒ No ☐

If no, explain

C. Are all of these policies in writing, and available to unit staff and Cal EMA?

Yes ☒ No ☐

If no, explain

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- D. Is the agency actively and regularly participating in its city's and/or county's violence against women interagency task force?

Yes ☒ No ☐

If no, explain

- E. Does the agency keep on file documentation that records the participation, e.g. meeting minutes?

Yes ☒ No ☐

If no, explain

3. ADDITIONAL INFORMATION

- A. If the agency is in a county that does not have an existing interagency task force, has the agency developed the community partnerships?

Yes ☒ No ☐

- B. What are the sources of the referrals?

Local law Enforcement Agencies

- C. Is the project staff accomplishing its objectives consistent with the terms of the grant award agreement?

Yes ☒ No ☐

PROJECT STAFF DUTIES

- A. Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?

Yes ☒ No ☐

- B. Does the project provide assistance in filing application for Victim Compensation?

Yes ☒ No ☐

- C. Does the project provide assistance, advocacy and support during judicial proceedings?

Yes ☒ No ☐

END